


VACANCY NOTICE

File#10545

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: EXECUTIVE ASSISTANT	CLASSIFICATION CODE: 02442400
	SALARY RANGE: (0118A) \$29991-\$33184	REFERENCE POSITION NO.: 5331-10000-2474
	Department or Agency Name TRANSPORTATION	APPLICATION PERIOD: 02/28/05-03/06/05
	Division/Section/Unit	Highway & Bridge Maintenance/Office of the Administrator
	Assignment's) / Comments 35HR. WWK	
	Shift and Days: M-F 8:30am-4:00pm	Job Location: Headquarters/Warwick
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No X	
	Name of Bargaining Unit Union: Confidential	
	There is* __ is not X a Civil Service List for this position	See A/B or Both for Specific Instructions
If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. R.I. Residency Required		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES: To serve as a confidential assistant to the administrator in their capacity to formulate, determine and effectuate management policies; to exercise initiative and sound judgment in generating correspondence, maintaining records, producing reports, conducting communications and relieving the executive of important administrative details; must maintain confidentiality and exercise discretion regarding work related issues and activities; to produce finished correspondence from written drafts, verbal instruction or taped dictation, to keep, prepare and publish notes of minutes of meetings and conferences; to conduct and keep records of important telephonic, fax and automated communications, to arrange conferences and meetings; to perform a variety of routine office functions; to do related work as required.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Education: Such as may have been gained through: graduation from a senior high school; including or supplemented by courses in typing and business practices; and Experience: Such as may have been gained through: employment in a responsible secretarial position including difficult or complex clerical duties and the independent handling of confidential administrative details. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Where to Apply Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: RIDOT /Office of Human Resources Two Capitol Hill, Room 214 Providence, RI 02903-1124 Telephone #: 222-2572 TTY/TDD #: 222-4971 (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER